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Classification

CONTROL NO.

14

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/SIWA-14

1. TITLE OF REPORT (If a fill-in report include Form No.)

Annual Program Call: Budget Estimates

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (Specify); [ ] MEDICAL [X] FINANCE

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annual

6. DISTRIBUTION (No. of components not number of copies): 1 (EA/B&F)

7. FORMAT (memorandum, form computer print-out, etc): Forms (tabular)

8. ADP PROCESSING: [ ] YES [X] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Ex Dir-Compt Memo to All DDs (Oct each year)

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/SIWA (BO, IF, WAF)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

3 (BO, IF, WAF), same title

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
16	$14.50		2		$29.00		1		$29.00
15(2)	12.80		5		64.00		1		64.00